

JOB DESCRIPTION

Sugar Packaging Shift Lead Person

Principal Objective

To produce, package, store, and ship powdered sugar, and granulated sugar in bulk bags, for delivery to customers, meeting their expectations for quality and food safety.

Principal Work Activities

1. A Sugar Packaging Shift Lead person must direct the operation of sugar packaging and associated equipment, and the warehouse, on his/her shift, as directed, safely, efficiently, and in compliance with all safety, food safety, food quality, and sanitation programs, and environmental permits.
2. A Sugar Packaging Shift Lead person must understand, operate, and direct the operation of the following and any related equipment on his/her shift:
 - Pneumatic Sugar Transport System
 - ADC (Automatic Data Collection) Equipment
 - Quality Assurance Testing
 - Powdered Sugar Production and Packaging Equipment
 - Bulk Bagging Equipment
 - Safety, Food Safety, Food Quality and HACCP Programs, Reports, Equipment, etc.
 - Environmental Control Systems
 - Pallet Movement and Truck Loading, Including Forklift and Dock Operations
 - Other Specialized Equipment
3. Assist in training powdered sugar personnel.
4. Implement and require strict adherence to all safety, food safety, food quality, and sanitation rules and programs.
5. Assure that all work areas are kept clean within the safety, food safety, food quality, and sanitation guidelines.
6. Complete reports as required. (Must be able to certify understanding of environmental requirements.)
7. Develop the process and mechanical skills of self and others through training.
8. Use people, time, equipment, and material in the most efficient manner.
9. Report mechanical, electrical, instrumentation, environmental, food safety, food quality, and operational problems, and unsafe conditions to supervisor.
10. Perform other work as directed by supervisor.

Principal Working Relationships

1. Supervisor – Campaign – Sugar Supervisor, Shift Supervisor, Aux. Shift Supervisor.
2. Supervisor – Inter-campaign – Sugar Supervisor
3. Others – Sugar Packaging Personnel, Sugar Loading Personnel, Quality and Lab Personnel, Shift Maintenance Supervisor, Yard Personnel

Qualifications

1. High school education or equivalent.
2. Prior satisfactory training and competent fill-in as Sugar Packaging Shift Lead person.
3. Should be motivated, willing, enthusiastic, and promotable.
4. Good attendance, safety, disciplinary, and overall employment records.
5. Ability to communicate and work cohesively with others.
6. Demonstrated leadership and judgment.
7. Inter-campaign maintenance skills greater than or equal to Mechanic IV
8. Successful completion of forklift training and testing.

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